



NATIONAL CLEANER PRODUCTION CENTRE, SRI LANKA

Document Name:	Data Protection Policy		
Document No:	EC-GN-24 (ii)	Revision No:	
Issue Date:	16/05/2023	Revision Date:	

Introduction

The Data Protection Policy of National Cleaner Production Centre (NCPC) specifies that the organization is responsible for the protection of data and information regarding its' clients, stakeholders, and its' employees with the utmost confidentiality. This document defines how the data is collected, stored, controlled with transparency and confidentially. The guidelines mentioned in this document is applied regardless of the medium in which it is stored in.

Features

The rules mentioned below will be applied to NCPC following the availability of the information of the interested party.

- The information will be collected stating its purpose and motives.
- The data stored **WILL NOT BE** transferred to any individual, organization or stakeholder who do not have proper data protection policy guidelines.
- The data will be processed according to its legal and ethical binds.
- It **WILL NOT BE** informally communicated to anyone.
- The data will be consisting of a protective measure to ensure it is protected from any unauthorized or illegal access due to any internal or external parties.
- When NCPC is required by law to release confidential information, the owner of the data will be notified as to what information will be provided.

General Information

- Only the employees who require the data covered by this policy for their work will be granted access.
- The employees of NCPC will have to request access to confidential information from the chief executive officer. Data **WILL NOT BE** shared informally.
- Employees who are granted access will take necessary precautions to keep the data protected. For E.g. Passwords used **WILL NOT BE** shared internally or externally.



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Gathering of Data

The following terms and conditions are valid.

- Data collected from an interested party will be collected through a trustworthy and safe communication medium.
- During any point of data gathering, if the requested data is found out to be unreliable and false, the process will be suspended immediately.

Storage of Data

The practice of data storage is given below.

- The data, if stored in paper, will be made sure to be kept in a secure location, accessible only by the authorized personnel. It will be kept in a locked cabinet or a drawer.
- Any paper or printouts containing confidential data **WILL NOT BE** left unattended by the employees of NCPC.
- Once a hard copy containing confidential data is deemed unnecessary, it is made sure to be shredded and disposed appropriately by the employees of NCPC.
- Confidential data stored electronically will be ensured to be equipped with adequate protective measurements to make sure to prevent unauthorized access.
- Electronic data will be protected with the use of strong passwords and will be updated frequently. The passwords **WILL NOT BE** shared among employees and informal sharing of passwords is also prohibited.
- Electronic data stored in a storage device, for e.g. DVD or an external HDD, will be required to be locked away safely when not engaged in any form of use.
- Electronic data will be stored in only selected devices and will be updated only through them.



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Usage of Data

- Data collected by the National Cleaner Production Centre will be only used for services offered by NCPC.
- The employees make sure the computer screens are locked when left unattended during the usage of personal data. They also make it a point not to save personal data into their personal computers.

Accuracy of Data

- Data collected will be stored in few places as possible and the access to sensitive data will be monitored
- Privacy breaches and misuse of data will be reported formally, and proper actions will be followed.
- Continuous updates will be carried out on personal data and any mistakes reported will be updated without any delay.
- Contract clauses on data is handled will be included.
- Tracking logs are in place to make sure to prevent data misuse.
- Data protection practices are established.

Responsibility by outsourced entities

NCPC is authorized to outsource certain services when necessary. In such situations, NCPC enters into a formal consultancy service agreement in which the outsourcing party is also obligated to safeguard the confidentiality of the data. The outsources entities have to ensure that

- Data received will be only used per the agreement.
- Once the task is completed, the data will be erased or destroyed.
- If assisted or consulted by external party, necessary confidentiality obligation must be sought from the said entity.



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Modification of Data

Clients can contact requesting data modification through email or by post to the below address. NCPC has the responsibility to verify the identity of the personnel inquiring the data or making a data modification request.

Email - mihirisi.ncpc@gmail.com

Address - 66/1, Dewala Road, Nugegoda

Disclosure of Data

In specific circumstances, when needed, NCPC can disclose any data to law enforcement agencies without the consent of the client. NCPC will ensure to check the validity of the request beforehand. Once the validity of the request is ensured, the data will be handed over to the law enforcement agencies.